

ANNOUNCEMENT OF CIVIL SERVICE EXAM

DATE POSTED: January 26, 2007

The Civil Service Commission announces an open examination to be given for the following position:

Job Title: Records Technician I
Grade: CWA Clerical/Technical - 9
Pay Range: \$12.82 / hr. - \$16.36 / hr.
Date Opened: 8:00 a.m. on January 29, 2007
Close Date: 5:00 p.m. on February 9, 2007

Apply in the Personnel Department, 209 Pearl Street, Council Bluffs, Iowa 51503.

REQUIREMENTS:

Knowledge of office practices and procedures, recordkeeping, and the ability to work effectively with the public. Must be able to type 30 wpm. Prefer experience in data entry. Assigned shift will require evening, nights, or weekends hours.

Iowa Residency required upon appointment.

TEST INFORMATION:

The written exam will be administered at 9:00 a.m. on February 22, 2007 in the Community Hall.